Tips for Making the Text more Readable

While we have designed the format of most of the budget material to be readable when viewed on screen, you may still find it difficult to read some of the text that is presented in landscape orientation. You can try some or all of the tips below to make the text larger and clearer. (Of course, if the reason it is unclear is the content of the text, rather than its appearance, these tips may not help.)

- Maximize the window.
  - If the Adobe Acrobat window in which the budget is being displayed does not fill the screen, the fonts are being displayed in a smaller size then necessary.
  - Click the Maximize button in the upper right corner of the window to make the window fill the screen.
    - In Windows 95 and later, the maximize button looks like a rectangle.
    - In Windows 3.1, the maximize button looks like a triangle pointing up.

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- Hide the bookmarks.

  - ◆ Bookmarks appear on the left side of the window and serve as a table of contents for the file.

  - ◆ You can hide the bookmarks to make more room for the text, and then redisplay it later when you want to jump to a new section.

  - ◆ With version 4 and 5 of Adobe Reader, hide and display the bookmarks by clicking on the Show/Hide Navigation Panel icon [▣] or by selecting Show Bookmarks or Hide Bookmarks from the Window menu.

  - ◆ With version 3 of Adobe Reader, hide the bookmarks by clicking on the Page Only icon [▣] or by selecting Page Only from the View menu. Redisplay the bookmarks by clicking on the Bookmarks and Page icon [▤] or by selecting Bookmarks and Page from the View menu.

- Set the zoom to Fit Visible.

  - ◆ By default, most of the budget documents display from the left edge to the right edge of the page.

  - ◆ The Fit Visible mode hides the blank part of the page and only displays from the left margin to the right margin, which results in the text being shown at a larger size.

  - ◆ To set the zoom, select Fit Visible from the View menu. You may also want to try other zoom settings to see if they work better.

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- Change the text smoothing function.

    ♦ Text smoothing uses gray dots to make the edges of text look less jagged.

    ♦ Depending on your screen settings, this may either improve the appearance of the text or may make the text look fuzzy. Try it both ways to see which looks best.

    ♦ In version 5 of Adobe Acrobat, select Preferences from the Edit menu, and then select Display from the list on the left side of the window. Then select Smooth Text. You can also try turning on CoolType to see if that helps.

    ♦ With version 3 or 4 of Adobe Acrobat, select Preferences from the File menu, and then select General. Then click on the box beside Smooth Text and Monochrome Images to change the setting.

- Set the screen mode to a higher resolution.

    ♦ Changing the screen resolution does not affect the size of the text on screen, but changes the number of pixels available to draw each character. Having more pixels to work with allows the computer to draw the characters with more detail, which should make them clearer.

    ♦ In Windows 95 and later, you can generally click the right mouse button on the background wallpaper and select Properties. Then click on the Settings tab and more the slider for Desktop Area towards More.

    ♦ In Windows 3.1, procedures for changing screen resolution vary, depending upon the video card in your system.